

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

DAIRY INDUSTRY MANAGER

JOB DESCRIPTION

Employees in this job are responsible for coordinating and directing the work professional dairy industry specialists and support staff. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires thorough knowledge of the policies, procedures and regulations of dairy industry programs and some knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Dairy Industry Manager-1

Dairy Industry Manager 14

The employee functions as a first line professional manager of professional positions in a complex work area, as a first line professional manager of professional positions in a standard work area receiving executive direction, second line professional manager of professional positions in a standard work area, a first line manager of a professional position in a complex work area receiving executive direction, or a first line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Dairy Industry Manager-2

Dairy Industry Manager 15

The employee functions as a first line professional manager of professional positions in a complex work area receiving executive direction, a second line professional manager of professional positions in a complex work area, a second line manager of professional positions in a standard work area receiving executive direction, or a third line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

DAIRY INDUSTRY MANAGER

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Prepares and maintains budget plans and accounts for personnel, equipment, and operating costs.

Plans and directs periodic and/or special investigations, surveys, or projects within the region.

Reviews and makes recommendations on revisions of dairy industry rules, regulations, laws, etc.

Oversees efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, and laws governing dairy industry.

Conducts public relations activities concerning division programs as necessary.

Conducts and attends meetings of businesses, government, and industry in relation to dairy industry topics.

Establishes methods and procedures for accomplishing desired dairy industry inspection program goals.

Directs the enforcement of state laws and regulations governing the processing and marketing of dairy industry products.

Directs the enforcement of sanitary regulations in dairy plants.

Coordinates the activities of the state's dairy industry enforcement program with federal programs.

Maintains uniformity of interpretation and enforcement of laws and regulations in the dairy industry's inspection program.

Authorizes and directs the prosecution of violation cases.

Testifies in legislative hearings.

Attends state, regional, and national meetings, delivers speeches, and prepares articles.

Recommends drafts of legislation pertinent to the dairy industry programs.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the 14-15 levels.

Knowledge of training and supervisory techniques.

Knowledge of affirmative action and equal employment opportunity policies and procedures.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Knowledge of the principles and practices of physical and biological sciences, sanitary science, or environmental health.

Knowledge of the techniques of collecting and analyzing data.

Knowledge of health and sanitation standards.

Knowledge of applicable state and federal dairy industry laws and standards.

Knowledge of the standard practices, processes, tools, equipment, and materials related to the buying, selling, production, processing, handling, and sale of dairy products.

Knowledge of dairy industry inspection techniques and procedures.

Ability to instruct and evaluate subordinate employees.

Ability to direct dairy industry program activities within the state.

Ability to prepare budgetary plans, records, and accounts in relation to personnel and equipment needs.

Ability to instruct, direct, and evaluate employees through lower level supervisors.

Ability to apply knowledge of dairy industry program techniques to specific activities and situations.

Ability to direct dairy industry program activities within the state.

Ability to determine program needs.

Ability to determine when violations of state and federal rules, regulation, and laws of the dairy industry exist.

Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

Ability to plan and carry out technical dairy industry program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of dairy program surveys or projects.

Ability to make recommendations on revision of dairy industry rules, regulations, laws, etc.

Ability to speak at public meetings.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

The job duties require the ability to travel as required by the work.

Physical Requirements

None.

Education

Possession of a bachelor's degree in food science/technology, animal husbandry, dairy production, environmental health, chemistry, veterinary science, biology, microbiology, bacteriology, biochemistry, toxicology, or related field; with 15 term (10 semester) credits in chemistry and bacteriology courses.

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Experience

Dairy Industry Manager 14

Five years of Food/Dairy Industry experience including three years of 11 level professional experience in the Dairy Division.

OR

Two years of experience equivalent to a Dairy Industry Specialist 12.

OR

One year of experience equivalent to a Dairy Industry Specialist 13.

Dairy Industry Manager 15

Three years of experience equivalent to a Dairy Industry Specialist 12.

OR

Two years of experience equivalent to a Dairy Industry Specialist 13.

OR

One year of experience equivalent to a Dairy Industry Manager 14 or Dairy Industry Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DAIRINMGR

Job Code Description

Dairy Industry Manager

Position Title

Dairy Industry Manager-3

Dairy Industry Manager-4

Position Code

DIARMGR3

DIARMGR4

Pay Schedule

NERE-108

NERE-109